

State Aid Guidelines

Definitions

“**Act**” means the State Aid to Public Libraries Act, 1977 PA 89, MCL 397.551 to 397.576 of the Michigan Compiled Laws.

“**Cooperative library**” means a special purpose library designated solely to provide cooperative services.

“**Council**” means the Legislative Council.

“**Director**” means the chief administrative officer of a cooperative library.

“**Head librarian**” means the chief administrative officer of a public library.

“**Local support**” means all funds from tax sources, gifts, endowments, penal fines, or other funds received from local sources, excluding state and federal aid and in-kind contributions.

“**Participating library**” means a member public library that has joined a cooperative library.

“**Population**” means the population according to the last official federal census or special federal census.

“**Public library**” means a library that is lawfully established for free public purposes by one or more counties, cities, townships, villages, school districts, or other local governments singly or in combination, or by a public or local act, the entire interests of which belong to the general public. Public library does not include a special library, such as a professional, technical, or school library.

“**Served population**” means the total population of the area designated for a cooperative library.

State Aid Applications for Public Libraries

Cooperative and public libraries shall submit an Annual Report/State Aid Application to the Library of Michigan between October 1 and February 1 of each distribution year. The annual reports provide the Library of Michigan with current information as well as statistics for the last completed fiscal year prior to October 1. The report data will be reviewed for compliance with the eligibility requirements for State Aid, and also will be used to compile statistical data.

The Annual Report/State Aid Application shall be submitted electronically. The reports must be submitted on or before February 1. After filing electronically, an original signature page must be mailed to the Library of Michigan and postmarked on or before February 5. Reports received after the deadline will render the library ineligible to receive state aid.

Public Library Guidelines

Qualifications for State Aid

A public library is eligible for state aid under section 16(2) of the act if it meets the hours of accessibility, library personnel and local financial support requirements. A public library is eligible for state aid under section 16(4) of the act if it complies with guidelines and is a participating member of a cooperative library not less than 30 days prior to September 30. A public library is eligible for state aid under section 16(5) of the Act if it meets county reimbursable salary requirements.

Classification of Libraries

For the purpose of applying standards to the hours of accessibility and library personnel requirements, public libraries are classified on the basis of population into the following categories:

Population Served	Class Level
0 - 3,999	I
4,000 - 6,999	II
7,000 - 11,999	III
12,000 - 25,999	IV
26,000 - 49,999	V
50,000 or over	VI

In order to receive state aid, a public library shall meet the standards for hours of accessibility and library personnel set forth in the rules according to its class level. A public library that shifts to a higher class level because of a change in population shall meet the higher level of standard for accessibility and personnel not later than the last month of the public library's next full fiscal year following notification by the Library of Michigan of the shift in class level.

Hours of Accessibility Requirement

A public library shall be accessible to the public in accordance with the following table and hours shall include evening hours or weekend hours or both:

Class Level	Minimum Open Hours to the Public
I	15 hours per week
II	20 hours per week
III	30 hours per week
IV	40 hours per week
V	50 hours per week
VI	55 hours per week

If a public library has more than one branch, and if the hours for the main library building and each established branch library are different, the unduplicated hours may be added together to satisfy the minimum open hours requirement. The minimum hours of accessibility requirement must be maintained for not less than 9 months of the 12-month operating period. If a reduced-hours schedule is implemented, the library must be open not less than 10 hours per week.

Library Personnel Requirement

A public library shall employ personnel certified in accordance with the following table (certified at a higher level meets certification requirement for lower level):

Class Level	Certificate for Head	Certificate for Support Staff
I	VII	No requirement
II	VII	No requirement
III	V	One VI or VII*
IV	II	One II, III, IV, or V*
V	I	One II or III/20,000 served**
VI	I	One II or III/20,000 served**
*Exclusive of Head		**Inclusive of Head

The personnel requirements do not apply with respect to personnel with valid certificates who were employed as of October 1, 1984. When an individual employed as of October 1, 1984, leaves the position, the position must be filled in compliance with the minimum requirements in order for the library to remain eligible for state aid.

Certification of Library Personnel

Candidates for certification by the Library of Michigan shall furnish credentials to the Library of Michigan for evaluation. Proof of education may be by transcript from the educational institution or a statement from the proper official of a high school, community college, 4-year college, or library school granting the credits. The Library of Michigan shall certify qualified library personnel in accordance with the following 7 classifications:

- I. **A Librarian's Permanent Professional Certificate** shall be granted to a person who has the following qualifications:
 - A bachelor's degree from a college or university accredited by a regional accrediting body.
 - A master's degree or its equivalent from a library school accredited by the American Library Association.
 - Following completion of the educational requirements, 4 years of satisfactory professional experience in a library or libraries approved by the Library of Michigan.

- II. A **Librarian's Professional Certificate** shall be granted to a person who meets the educational qualifications required for a Librarian's Permanent Professional Certificate. Upon completion of the 4-year experience requirement, the certificate may be exchanged for a Librarian's Permanent Professional Certificate.
- III. A **Special Professional Certificate** shall be granted to an individual who possesses a master's degree in a special subject field other than library science or in library science from a curriculum not accredited by the American Library Association.
- IV. A **Limited Professional Certificate Class A** shall be granted to an individual who has either of the following qualifications:
- A bachelor's degree with a major (24 semester hours or its equivalent) in library science.
 - A bachelor's degree and current enrollment in a library school accredited by the American Library Association.
- V. A **Limited Professional Certificate Class B** shall be granted to an individual who is a college graduate with a major (24 semester hours or the equivalent) in a subject field other than library science.
- VI. A **Library Technician's Certificate** shall be granted to an individual upon completion of a 2-year library technician curriculum approved by the Library of Michigan.
- VII. A **Certificate of Library Experience** shall be granted to an individual who has graduated from high school and has successfully completed a Beginning Workshop that is approved by the Library of Michigan. This training must be completed within 2 years of the individual's appointment. The certificate is valid for 3 years and may be renewed by the Library of Michigan after the applicant has submitted transcripts of his or her renewal hours of approved training that equals 3.2 CEUs, 32 contact hours, or 3 credit hours from a college or university.

Federal Census Guideline for Personnel

A public library that does not comply with personnel requirements due to a change in class level following the application of a decennial census is eligible for state aid so long as the personnel continued to present valid certificates and were employed before the library received notification of the change in class level. When an individual employed before the change in class level leaves the position, the position must be filled in accordance with the personnel requirements in order for the library to remain eligible for state aid.

Employment of Qualified Personnel During Required Hours

A public library shall employ a sufficient number of qualified persons for every hour the library is required to be open. For Class V and VI public libraries, the head librarian may be used to satisfy part of the support staff requirement so long as the required number of qualified persons are available for the minimum number of hours the

library is required to be open. It is preferred that properly certified persons be available at all times when the library is open to the public.

The head librarian and other personnel of a public library may be appointed to serve in dual capacity with a cooperative library, providing that the time the person spends in each position is in direct ratio to the salary received for that position.

Librarian Certification Revocation

Pursuant to Public Acts 235-240 and 336 of 1996, effective January 1, 1997, courts may order the suspension of occupational and drivers licenses. The broad definition of a "certificate" appears to include the librarian certification program that the Library of Michigan conducts in support of the State Aid to Public Libraries grants provided under the state aid act, P.A. 89 of 1997, as amended. If a circuit court issues an order to revoke a certificate, the Library of Michigan will comply with the court order that requires it. Notification will be provided to the library that currently employs the individual according to state aid files maintained by the Library of Michigan.

Local Financial Support Requirement

In order to receive state aid, each public library shall maintain a minimum local support level of 3/10 mill on state equalized valuation (SEV) for the legal service area of that library in the last completed fiscal year before October 1 of the year of distribution. In the case of a public library that has contracted with other governmental units for library services, if the total local support for the legal service area and the contractual area does not equal or exceed the 3/10 mill requirement, each governmental unit shall be treated as a separate unit and each unit shall meet the 3/10 mill requirement.

The fiscal year reporting cycle of public libraries may extend over a 21-month period. If a public library operates on other than a calendar year basis, the determination of whether the public library meets the 3/10 mill standard shall be based on SEV information dated 2 years before the fiscal year in which the distribution of state aid is being made. If a public library operates on a calendar year basis, the determination shall be based on SEV information dated 3 years before the fiscal year in which the distribution of state aid is made.

If the SEV information for a public library contains valuations of special construction sites that do not generate revenues for the public library serving the area, the Library of Michigan may implement a special SEV adjustment to establish a more equitable minimum financial support standard for that public library.

The Library of Michigan may grant a 1-year waiver of the minimum local support requirement if the local support level is \$250.00 or less below the 3/10 mill requirement and written communications indicate that the requirement will be satisfied for the next reporting year.

Contract Area Populations

State aid payments to libraries with contract populations shall be calculated in accordance with all of the following:

- A public library's state aid service population shall include a contract area population if the library has served the contract area for 6 months or more during the library's state aid reporting year.
- If 2 or more public libraries have each served the same contract area for less than 6 months during their respective reporting years, the library with the greatest time of service to the contract area within its reporting year shall include the contract area in its state aid service population.
- If 2 public libraries have served the same contract area for the same length of time, but for less than 6 months within their reporting year, the public library whose contract was in force the nearest to October 1 of the year of state aid distribution shall include the contract area in its state aid service population.
- If a contract area is served by only 1 public library for less than 6 months of its reporting year, and no other library has a claim to the contract area, that public library shall include the contract area in its state aid service population.

Payment of State Aid

The Library of Michigan will issue payments in accordance with the following guidelines:

- Beginning November 1 of the year of distribution, payments to eligible public libraries shall be processed at a percentage of the estimated payment.
- All reviews and calculations shall be finalized to determine the final payment by September 30 of each year of distribution. Upon completion, eligible public libraries shall receive the final payment.

If the state appropriation for state aid to public libraries does not allow for payment according to the formula set forth in the Act, the Library of Michigan shall determine a pro rata portion to be allocated to eligible libraries in accordance with sections 13 and 16 of the Act. The portions determined shall be divided by the number of library recipients that are eligible.

Waiver of State Aid Requirement

If the library fails to comply with the requirements for receipt of state aid and the public library board or cooperative board proves that the failure to meet a requirement was not a continuing violation but a temporary condition, the Library of Michigan may waive the requirement. The waiver would be contingent upon the presentation of an action plan for compliance with the requirement before the end of the next reporting year.

If the Library of Michigan considers a public library's noncompliance with a requirement for state aid to be willful, or if the public library fails to comply with the course of action on which a waiver is based, the Council Administrator shall review the matter and will decide whether to grant a waiver so that state aid may be paid to the library. A separate waiver is required for each fiscal year.

School-Public Library Combination

The board of education shall appoint a library board, commission, or committee charged with making recommendations for the development of public library services and may ascribe any powers and duties necessary for implementation. The board of education shall budget separate funds for the public library program, exclusive of funds for school library service, and report expenditures to the Library of Michigan annually. Penal fines, library millages, money donated to or collected by the library, grants of state aid to public libraries, and the interest on these funds shall be used for public library service only.

Minimum Requirements

In order to receive state aid, a school district public library located in a school building and classified as a "school-public library combination" shall meet all of the following minimum requirements:

- The personnel requirements for public library service shall be those designated for the particular class level of library. If the librarian serves a dual role as school librarian and public librarian, additional adult assistance shall be provided.
- The library shall not be used regularly as a classroom or study hall.
- The total number of hours the library is open to the public shall be those designated for the particular class level of library. Public library service shall be maintained 12 months of the year. During the months the school is in operation, the library shall be open at least 10 hours per week outside the schedule of school hours.

Suggested Guidelines

School-public library combinations located in school buildings are encouraged to meet the following guidelines (failure to comply will not result in a loss of state aid):

- Libraries shall be located conveniently for community use, with designated parking and a separate entrance for public use.
- In order to facilitate community use of the library during school hours, the library shall include a separate reading area with seating to accommodate non-school users, according to the following minimum formula:

Population Served	Square Footage	Seats
2,499 or under	150 square feet	5 seats
2,500 to 4,999	210 square feet	7 seats
5,000 to 9,999	300 square feet	10 seats
10,000 or more	500 square feet	15 seats

- Although the total resources of the library shall be available to the total community as feasible, the library shall acquire materials suited to the needs of the pre-school child and the adult on a regular basis.
- A continuing public information program shall be planned to promote the use of the public library by the total community.
- A sign shall be placed outside the building announcing the name of the public library and the hours of operation per week for use by the general public. Adequate directional signs shall be provided within the building.